

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE:	LIMITED BUILDING INSPECTOR
CLASS CODE:	3030
FLSA STATUS:	NON-EXEMPT
SUPERVISORY STATUS:	NONE
EFFECTIVE DATE:	12/16/2014 (REVISED 04/18/2014 VERSION)
DEPARTMENT:	COMMUNITY DEVELOPMENT

JOB SUMMARY

Under general direction of the Building Official, performs building inspections within International Code Council (ICC) certifications to determine compliance with adopted construction codes.

CLASS CHARACTERISTICS

This is the entry building inspector classification level.

ESSENTIAL FUNCTIONS

- Performs scheduled inspections and writes finding reports.
- Reviews plans and permit files before performing inspections.
- Assists in issuing permits and maintenance of files for permits, plans, and inspection reports.
- Researches pertinent code provisions.
- Identifies and documents building violations.
- Refers zoning, fire code, and other violations to appropriate offices.
- Answers technical questions on code and accepted construction practices.
- Maintains daily log of activities.
- Assists in disaster response inspections as needed.
- Uses and maintains inspection tools, vehicle, and other equipment related to job functions.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of adopted construction codes; Ability to maintain cooperative working relationships with those contacted in the course of work activities; Ability to accurately apply codes while inspecting buildings under construction; Ability to enforce codes with tact and impartiality; Ability to research and update computer records; Ability to communicate effectively verbally and in writing; and Ability to maintain files, records, and reports.

PHYSICAL DEMANDS

Regularly: walk, stand, or stoop.
drive a motor vehicle.

Frequently: lift or otherwise move objects weighing up to 50 pounds.

Occasionally: lift or otherwise move objects weighing up to 100 pounds.

Ascend or descend ladders, scaffolding, ramps, poles, and the like; Use tools or equipment requiring a high degree of dexterity; Walk, stand, crouch, or run on narrow, slippery, or erratically moving surfaces; Work for sustained periods of time maintaining concentrated attention to detail; and Communicate via radios.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

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WORKING CONDITIONS

Work is performed in environmentally controlled and partially environmentally controlled rooms; Work is performed in a very noisy place; Work exposes incumbent to conditions such as fumes, noxious odors, dusts, mists, gases, and poor ventilation; Work exposes incumbent to possible bodily injury from moving mechanical parts of equipment, tools, or machinery; Work is performed for sustained periods outdoors and occasionally in hot, cold, or inclement weather; and Work exposes incumbent to unknown and dangerous conditions while performing field work.

EDUCATION AND EXPERIENCE

Equivalent to a high school diploma and twelve (12) months work experience in the construction industry. Internship training in building inspection will also count towards meeting the work experience requirement.

LICENSING, CERTIFICATION, AND OTHER REQUIREMENTS

- Applicant must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment.
- Applicant must possess and maintain a valid International Code Conference (ICC) certification as a Building Inspector.
- Selected applicant must obtain a valid State of Utah Limited Building Inspector License prior to employment.
- Selected applicant may be subject to a background check.

CAREER LADDER ADVANCEMENT

For promotion through career ladder advancement from this classification to the Combination Building Inspector classification there must be funding in the budget and the employee must: 1) possess the required licensure and certifications of the higher classification level, 2) meet the education and experience requirements of the higher classification level, 3) meet the class characteristics of the higher classification level, 3) have written recommendation from the department head and, 4) receive approval from the Director - Office of Personnel Management.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.